

# VACANCY ANNOUNCEMENT

## American Embassy Nouakchott

**OPEN TO:** Appointment-Eligible Family Members (AEFMs) and American Members of Household (MOH) – All Agencies; Locally Resident Americans currently residing in Nouakchott

**POSITION:** Secretary FP-08

**OPENING DATE:** Sunday, November 7, 2004

**CLOSING DATE:** *Indefinite until filled*

**WORK HOURS:** Part-time; 30 hours/week

**SALARY:** (available upon request at HRO)

**NOTE: ONLY APPOINTMENT-ELIGIBLE FAMILY MEMBERS, MEMBERS OF HOUSEHOLD AS DEFINED BELOW AND AMERICAN CITIZENS RESIDING IN NOUAKCHOTT ARE ELIGIBLE FOR CONSIDERATION. AN AEFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED.**

The U.S. Embassy in Nouakchott is seeking 1 American Citizen to fill the vacant position of Secretary in the Regional Security Office.

### **DUTIES AND RESPONSILITIES:**

Under the supervision of the Regional Security Officer, provides management support in the administrative and operational aspects of the Embassy's security program.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Anna Fall at 525-2660, on extension 4534.

### **QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- 1). Completion of US Secondary School or equivalent; some college is desirable.
- 2). 1 year of general clerical, administrative, or office management responsibilities.
- 3). Excellent computer skills to include knowledge of the Internet, standard word processing, and spreadsheet applications.
- 4). Level 4 (fluent) in English and level 1 (rudimentary) French.
- 5). Must have an understanding of the embassy security environment as well as the geopolitical climate effecting security relations with the host country.
- 6). The ability to work well with others, to handle large amounts of detail, and to respect client confidentiality is required.

### **ADDITIONAL SELECTION CRITERIA:**

1. The Embassy will consider issues such as conflict of interest, nepotism and budget; in determining successful candidacy. When equally qualified, American family members (AEFM's) of Mission employees who are also US Veterans will be given first preference.
2. Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

### **3. Successful candidate must be able to obtain the required security clearance.**

### **TO APPLY:**

Interested candidates for this position should submit the following:

- Application for Federal Employment (SF-171 or OF-612); **or**
- A current resume or curriculum vitae that provides the same information as an OF-612;
- Documentation (e.g., essays, certificates, awards earned) that address the minimum requirements of the position as listed above.
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

A completed Embassy application form and/or résumé should be received by the Human Resources Office at the American Embassy Nouakchott.

### **SUBMIT APPLICATION TO:**

Human Resources Office  
P.O. Box: 222  
American Embassy Nouakchott  
Tel: **525-2660**

### **POINT OF CONTACT:**

Human Resources Office  
Telephone: **525-2660 ext: 4534 or 4475 or 4488**  
Fax: **525-1592**

### **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;  
and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: *Indefinite until filled***  
*An Equal Opportunity Employer*

Drafted: *HR:JGreene*  
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